

COMIC GONG VOLUNTEER ROLES

Job Description: Event Set Up and Pack Down

MAJOR OBJECTIVE:

To safely and effectively assist in the set up and pack down of Comic Gong under the direction of the Team Leaders.

SKILLS:

- Ability to follow instructions and take direction
- Ability to work individually and as part of a team
- Good mobility and strength
- Awareness and ability to follow safe manual handling practices

RESPONSIBILITIES:

- Loading/unloading, set up & break down of event equipment
- Assist in safe vehicular movement within the event site/s
- Awareness of the Comic Gong risk assessment and emergency procedures (provided at induction)
- General assistance as required and directed by Team Leaders
- Collection of event material from various key points to be delivered to the specified location. (Event material may comprise, but is not limited to, items such as: tables, chairs, merchandise, signage and safety equipment)

ORIENTATION / INDUCTION:

Two induction sessions will be held. Attendance at one of these sessions is mandatory. Dates and times for these sessions will be confirmed closer to the event.

LEGAL REQUIREMENTS

- All applicants must undergo a Police Check, which will be undertaken by Wollongong City Council (WCC). Parent/Guardian consent will be required for applicants under 18 years of age. More information will be made available on application
- All applicants over the age of 18 years will be required to provide a valid Working with Children Check. This is FREE for volunteers. More information will be made available on application.

For more information about volunteering at Comic Gong, or about the event in general, visit

<http://www.wollongong.nsw.gov.au/comicgong>

Or contact the Comic Gong team at comicgong@wollongong.nsw.gov.au